

Federal Reporting Guidance

Federal Reporting Period: 07/01/2020-07/31/2020

Federal Reporting Program Year: 07/01/2019-06/30/2020



INTrainingDWD.org

Federal Reporting Submission Highlights

- Program year runs from July 1, 2019 to June 30, 2020.
- ➤ Data reporting is open during the program year and during the federal reporting period of July 1, 2020 to July 31, 2020 of the new program year.
- Program data should be reported after each cohort and MUST be reported by the federal reporting period.
- Program data MUST be submitted by July 31, 2020.
- > All program locations with the Federal Reporting Due indicator MUST complete and submit federal reporting.
- > If the program did not serve any students during the federal reporting period, the training provider must indicate this and submit.
- > Data is to be reported on any student, regardless of funding source, who enrolls and starts in the associated program.
- > Training Providers will be asked to review and confirm the enrollment status for all students who still appear as enrolled past the length of the program.
- Any program that does not submit data by the END OF DAY July 31st will be placed in a *Pending Data* status on August 1, 2020, and the program funding will be suspended for 6 months.
- > To be eligible to receive funding again, the program must submit the required data within the 6 month suspension timeframe.

Provider Dashboard

This message will appear Test Site Only - No Official Data Present during the entire reporting **Provider:** Sample Test Institution period of 07/01/2020-07/31/2020. Program Locations highlighted below require federal reporting of student data. ID: 2744 FEIN: 123457698 Status: Active Provider Action Needed **Provider Action Needed** Once logged into the INTraining portal, training providers will automatically be directed to their **Dashboard**. Users Navigate to the the **Programs** tab to view a list of all Provider Locations programs associated with the training provider. Programs Program Location: Program Location ID: Provider Location:

10000699

Comments:

saravanan 1 (ProgramLocation)

DASHBOARD

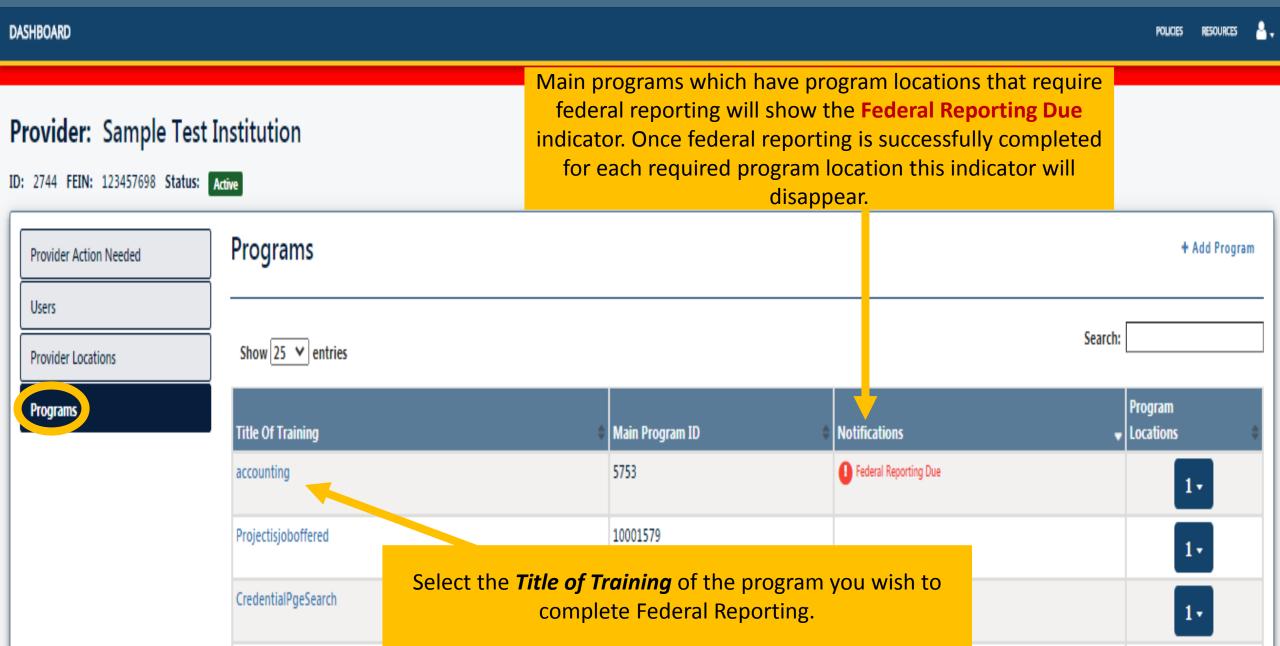
This program location is being placed in Information Requested status for failing to complete the Annual Review. The program location will be placed in Terminated status if the Annual Review is not completed in 60 days.

Sample Provider 4

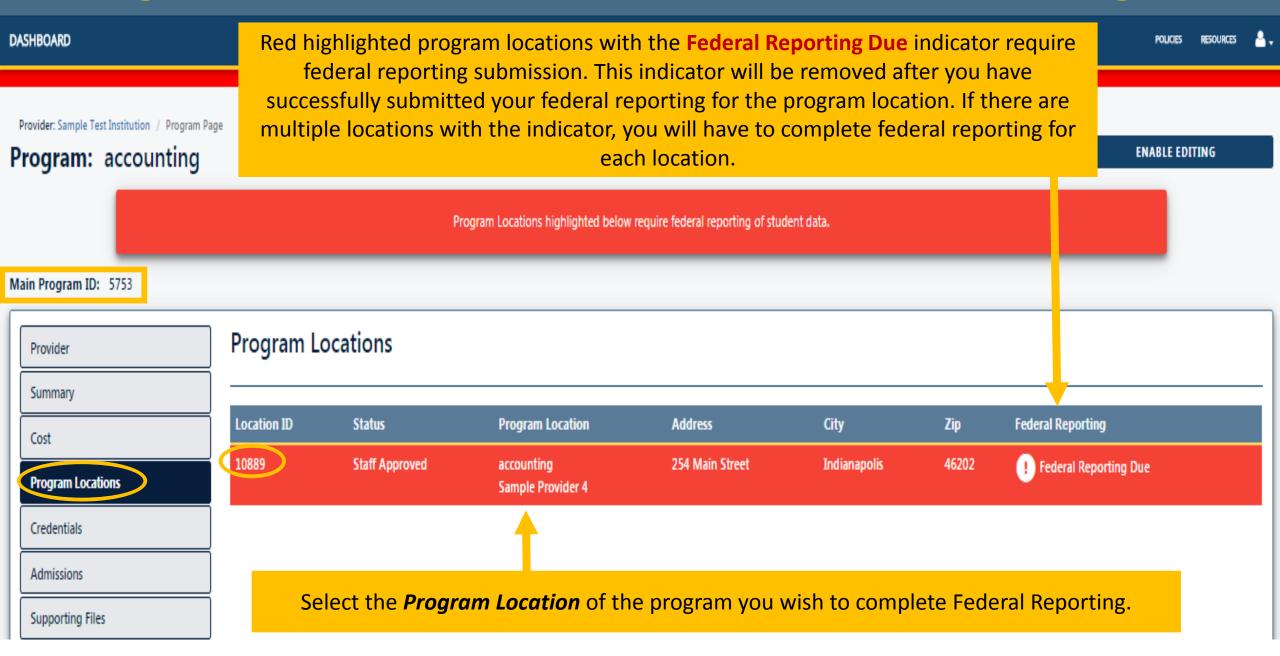
Indianapolis, Indiana (Marion)

View Details →

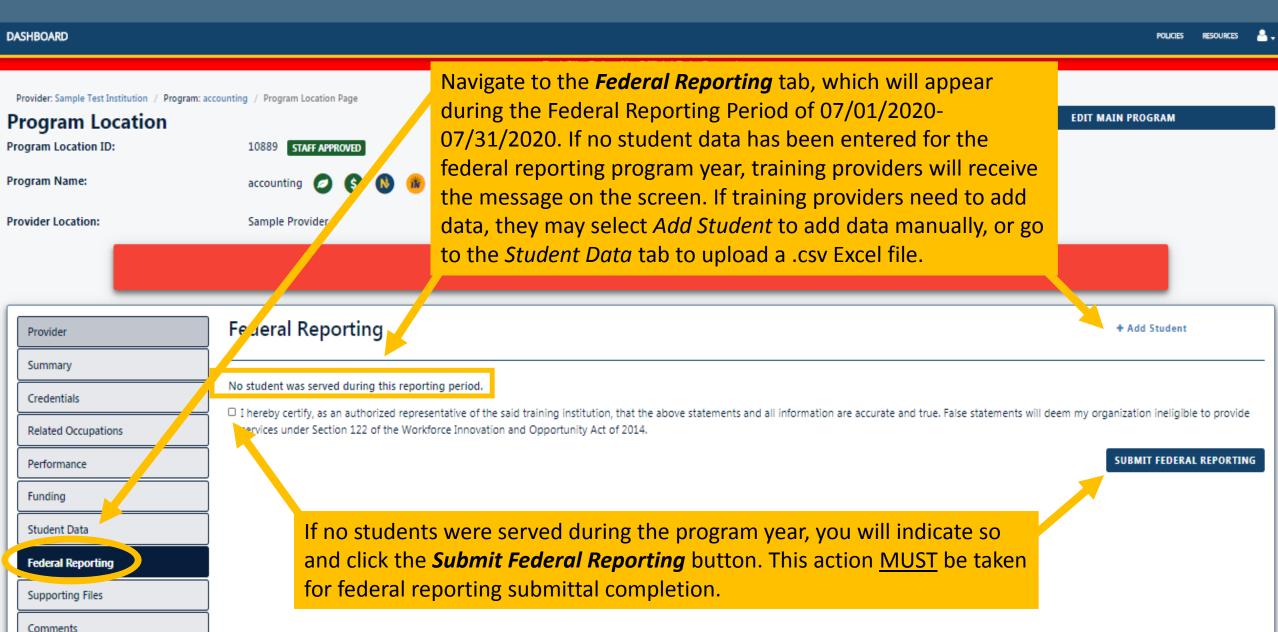
List of Main Programs



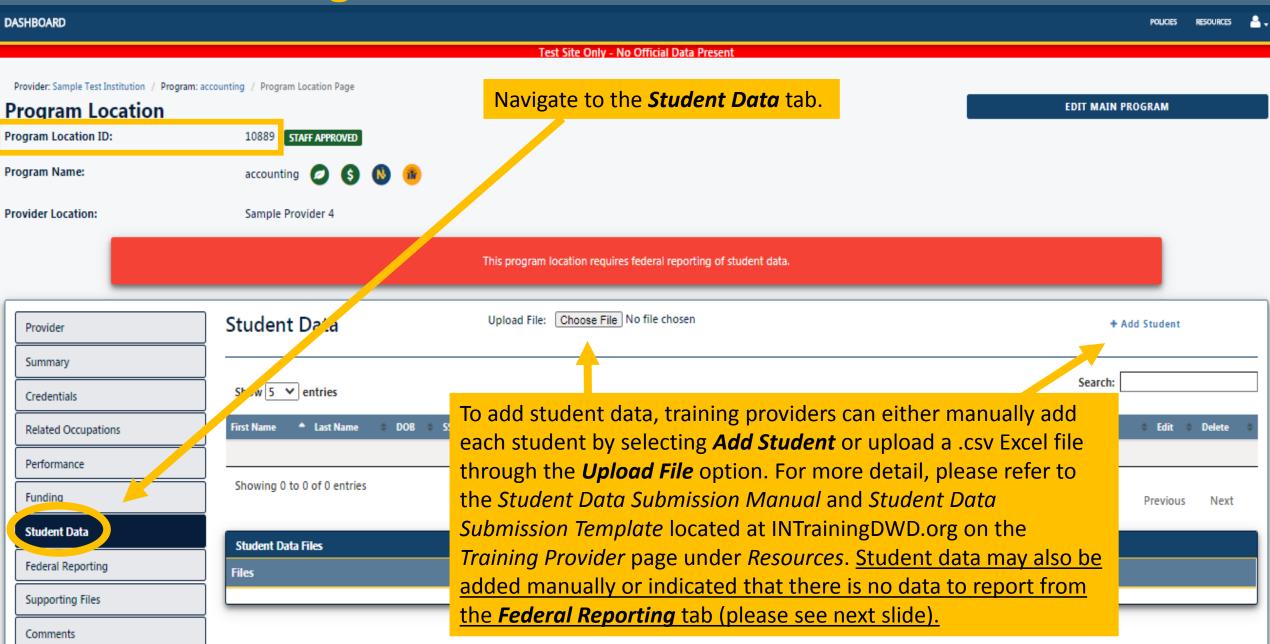
Program Locations Associated with Selected Main Program



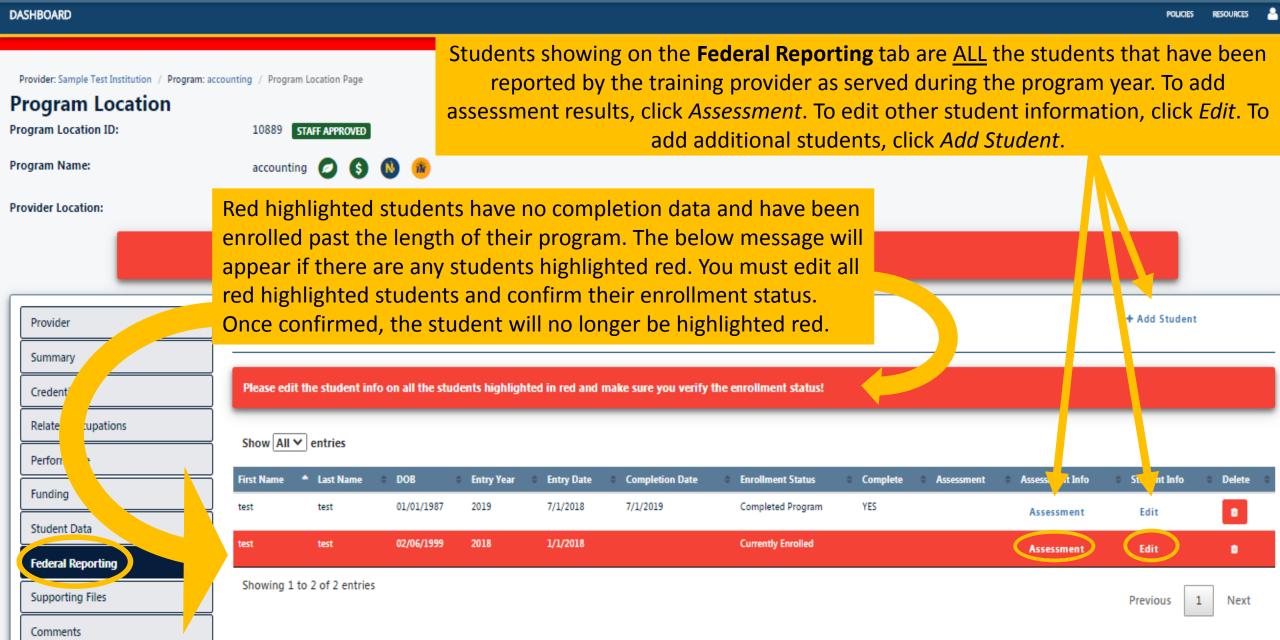
Program Location Federal Reporting Tab



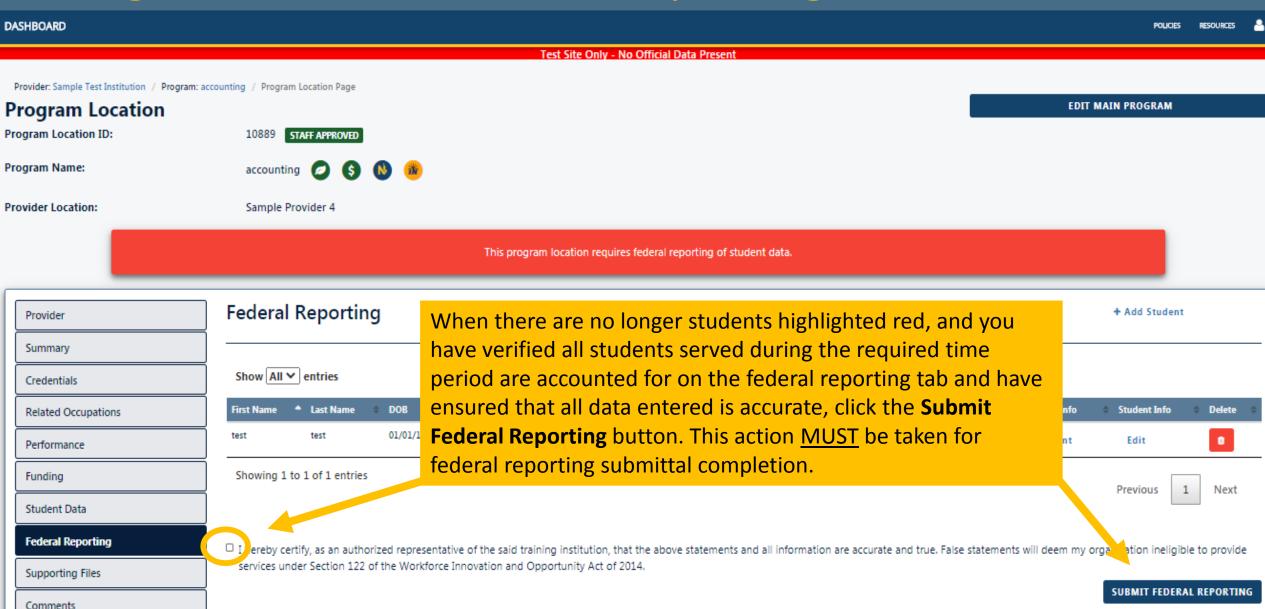
Program Location Student Data Tab



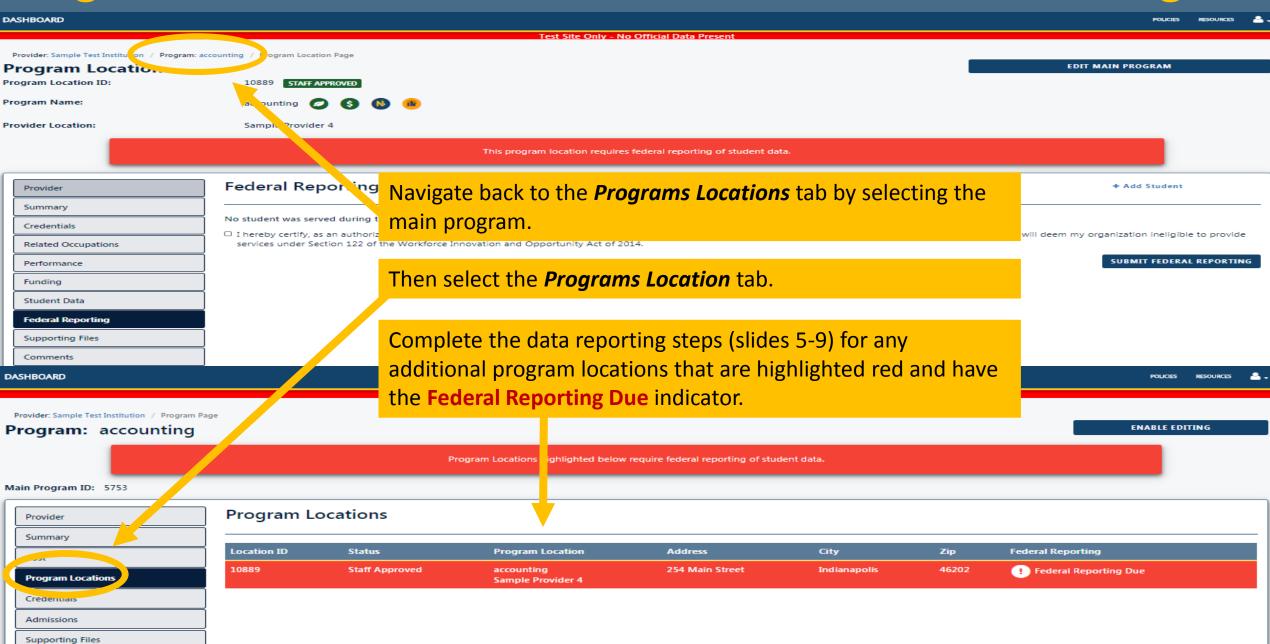
Program Location Federal Reporting Tab, Continued...



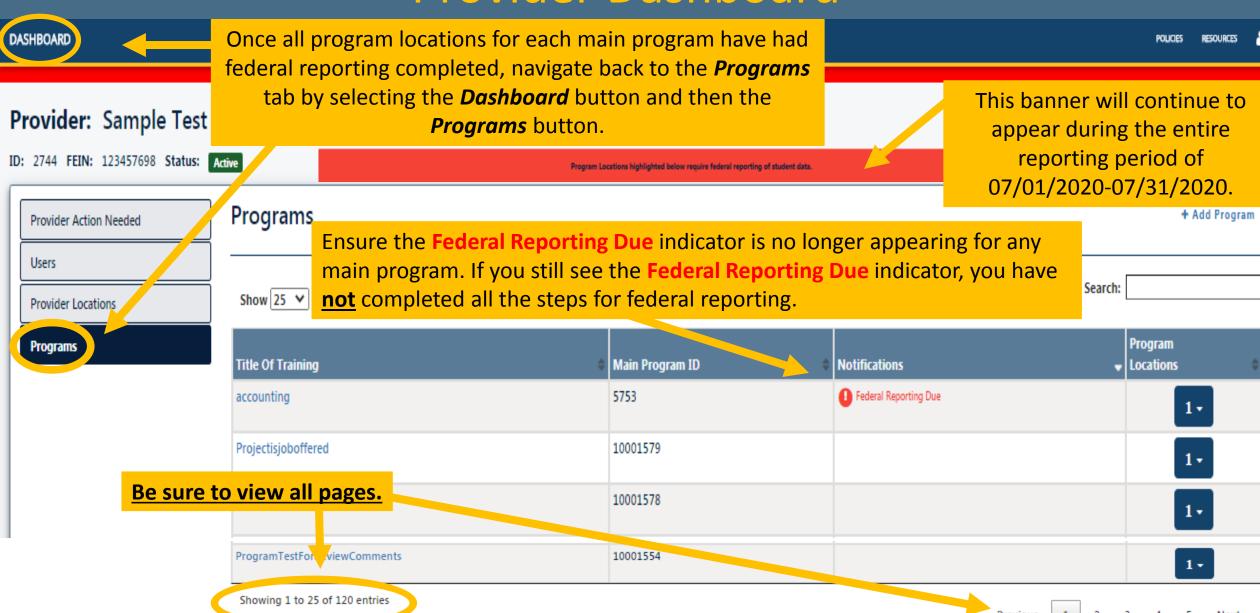
Program Location Federal Reporting Tab, Continued...



Program Locations Associated with Selected Main Program



Provider Dashboard



Still seeing the Federal Reporting Due indicator on the Dashboard?

<u>1.</u> Does the **Federal Reporting Due** indicator still appear? Select the *Title of Training* for the program that requires reporting.



<u>2.</u> From the *Program Location* tab, select the **Program Location** that requires reporting. You will have to complete the following steps for each location listed on this screen that has the **Federal Reporting Due** indicator.



3. From the **Program Location** page, go to the *Federal Reporting* tab.

Summary Credentials Related Occupations Performance Waiver Funding Student Day Federal Reporting Comments

4. You must certify and click **Submit Federal Reporting** for the **Federal Reporting Due** indicator to disappear for that <u>program location</u>. Once this is complete for each location, the indicator will disappear on the Dashboard. You will not be able to select this if the following steps have not been completed.

Federal Reporting Tab

The Federal Reporting Tab displays all students the training provider has entered for the program year and any students entered in previous years that are still enrolled.

- 1. <u>No students were served</u>: If no students were served during the program year and there are no students still enrolled from previous years, this must be indicated. Please refer to slide 6.
- 2. Students served: All students served during the program year must be displayed on this tab. Please ensure each student is listed on this tab and that all data for each student is accurate. Please refer to slides 5 and 7.
- 3. Red highlighted students: For each student you must select his or her record, review the data, and confirm its accuracy. Please refer to slides 7 and 8.

These steps MUST be completed for each **program location** that displays the **Federal Reporting Due** indicator.

I here I here I here I have as an authorized representative of the said training institution, that the above statements and all information are accurate and true. False statements them my organization ineligible to provide services under Section 122 of the Workforce Innovation and Opportunity Act of 2014.



Questions?

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